



# Request for Proposals

Professional Services for

## Nebraska Statewide Freight Plan

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June 2016

### GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for the Nebraska Statewide Freight Plan. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at: <http://www.transportation.nebraska.gov/rfp/>.

All consultants interested in providing professional services for the NDOR are strongly encouraged to review the NDOR's template [Standard Professional Services Agreement](#) and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. By submitting a proposal in response to this RFP, Consultant and all subconsultants agree to meet the substantive requirements of these documents. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an [Insurance ACORD](#).

This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the NDOR to do so.

In accordance with NEB.REV.STAT. 84-712 et.seq., Nebraska Public Records Act, documents provided to NDOR are public records subject to disclosure unless consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

### SCOPE OF SERVICES

Standard Work Categories anticipated on this project are:

102 Transportation Planning

#### A. Overview

This work involves the development of NDOR's Statewide Freight Plan (NSFP) by assessing freight trends, needs and issues to establish freight goals, strategies and performance measures for the development of freight related policy and project selection. This work will also include supply chain analysis and supply chain

optimization strategies to benchmark transportation costs within the state by specific traffic lanes and transport mode. This information will be used to improve the freight network and reduce supply chain costs for businesses. This work may also include:

1. Freight volume and commodity flow forecasts
2. Stakeholder engagement and gathering of input
3. Freight economics forecasting
4. Policy review and development

**B. Qualifications, Knowledge and Experience**

1. The consultant firm or team shall have experienced professionals that are familiar with all aspects of freight planning.
2. The Consultant's team shall have working knowledge of:
  - a. Freight industry standards and technology
  - b. Freight related sections of MAP-21 and the FAST Act
    - 1) Freight plan requirements
  - c. Freight data sets and forecasting
  - d. Transportation economics
  - e. Mapping and data visualization
  - f. Supply chain analysis

**C. Software and Equipment Requirements**

1. Consultant must be familiar with Freight Analysis Framework, Transearch and other freight related data sets.
2. Consultant must be familiar with NPRMDS, ATRI and other travel time data sets.
3. The Consultant may be required to provide certain services in CUBE software or, with NDOR approval, may use other Cube-compatible traffic modeling software, such as TransCAD.

**D. Expectations for the Deliverables**

1. NSFP
  - a. The NSFP will be completed by October 1, 2017.
  - b. The NSFP update must be structured to meet all requirements of the Fixing America's Surface Transportation Act (FAST) and, as applicable, MAP-21.
  - c. The NSFP's planning horizon will be 2040.
  - d. The NSFP will be multimodal in nature and include the diverse components of the Nebraska freight system: highways (motor carriers); critical rural freight corridors; critical urban freight corridors; rail lines; intermodal; air cargo transportation; and waterways. All analyses and recommendations pertaining to the multimodal freight system in Nebraska will align with the

interim national multimodal freight network as outlined in the FAST Act. A key component of the NSFP will be a multimodal freight commodity flow analysis that will provide a comprehensive look at major commodity flows within, originating, terminating, and passing through the state of Nebraska. All objectives associated with the NSFP and work tasks should consider freight concerns from both urban and rural perspectives. Ultimately, the NSFP should lay the groundwork for linking with the NDOR Long Range Transportation Plan (LRTP), allowing NDOR to respond to stakeholder needs regarding the movement of freight and address public concerns associated with increased freight traffic across all transportation modes. The NSFP will provide NDOR with a working document that will allow the agency to address current and near term freight transportation needs as well as plan for future needs.

- e. Freight stakeholder involvement will be carried out in a variety of ways. This could include informal methods such as interviews and surveys. It may also include stakeholder listening sessions, facilitated freight forums, or regular freight group working sessions. The input will come from local governmental partners, chambers of commerce, economic development agencies and other private and public freight partners.
- f. In the context of meeting criteria established in the FAST Act, as well as providing meaningful data to NDOR, the NSFP must achieve, at a minimum:
  - 1) Document the existing multimodal freight transportation system in Nebraska including facilities, service levels and current and projected commodity flows
  - 2) Identify significant trends in statewide, regional, national and international freight transportation and the implications for Nebraska
  - 3) Identify shipper and carrier issues, needs, concerns and policies as related to key industries in Nebraska
  - 4) Identify freight bottlenecks that hinder access to local, state, regional, national and international markets
  - 5) Identify current, near term and projected safety issues across the multimodal freight transportation system
  - 6) Identify desirable intermodal freight connections between freight modes
  - 7) Incorporation of ITS into the safe and efficient movement of freight
  - 8) Incorporation of freight truck parking into the safe and efficient movement of freight
  - 9) Recommend an approach(es) for fully incorporating freight movement considerations into transportation planning as well as all phases of project development
  - 10) Quantify the impacts (both positive and negative) of the freight transportation industry on the Nebraska economy
  - 11) Recommend freight funding strategies

- 12) Recommend a freight policy framework
- 13) Recommend freight goals, strategies, performance measures and indicators
- 14) Provide NDOR with a list of freight eligible projects that work in harmony with other project prioritization planning efforts at NDOR such as Build Nebraska Act, the NDOR Program Book, Innovation Task Force, etc.

## 2. Supply Chain

- a. The supply chain work will be completed by October 1<sup>st</sup>, 2017.
- b. The Consultant team will perform supply chain analyses that will provide a strategy to most effectively transport freight from, to and through Nebraska and provide the tools for ongoing analysis. The analysis is expected to have the following outputs:
  - 1) Expand on the evaluation of the existing freight transportation network and strategies provided by the NSFP to optimize the existing system for current and future freight demand.
  - 2) Identify areas with high potential for commercial and industrial development (locations with robust transportation resources, availability of competitive transportation options, location & routing opportunities, resiliency of the freight transportation system and other business considerations) based on the current transportation system and transportation system with recommended optimization.
  - 3) Prioritize recommended actions to optimize the multimodal network founded on sound transportation concepts and financial returns from any actions or investments.
  - 4) Identify any untapped opportunities for economic development, based on existing transportation resources or improved freight transportation as identified in the optimization analysis.
  - 5) Take into consideration multiple factors for improved efficiencies and reduced freight costs, including, but not limited to:
    - a) Modal shifts
    - b) Transportation costs
    - c) Competitive transportation options
    - d) Time savings
    - e) Fuel savings
    - f) Economic gains
    - g) Public investment
    - h) Potential for private investment
  - 6) Financial analysis, including detailed Return on Investment (ROI) to support recommended optimization strategies

- 7) Develop a value based priority methodology that will result in recommended changes (such as capacity improvements and modernization) to the state's transportation system.
- 8) It is expected that the supply chain analyses and data should have the ability to live beyond the contract for future analyses. Future analyses may or may not be included in this contract.

***The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right to accomplish services for future phases on this project with the selected consultant, select another consultant, or utilize its own forces.***

A minimum of three (3) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection are outlined below. One (1) consultant will be awarded the contract for this work. The payment method for the contract may be Cost Plus Fixed Fee or Specific Rates of Compensation.

The NDOR will not hold a briefing. All information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information.

Interested consultants must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with the NDOR prior to the deadline identified in the Schedule of Activities. If necessary, a completed DR Form 497 should be submitted to: [DOR.PDAnnualCertification@nebraska.gov](mailto:DOR.PDAnnualCertification@nebraska.gov).

Submit the Drug-Free Workplace Policy separate from the response to this RFP ([Drug Free Workplace Policy Example](#)). The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or your firm has not submitted this document with a previous proposal. While the "Drug-Free Workplace Policy" is not a submittal requirement, all consultants must have an acceptable "Drug-Free Workplace Policy" on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's Drug-Free Workplace Policy may be submitted to: [DOR.PDAnnualCertification@nebraska.gov](mailto:DOR.PDAnnualCertification@nebraska.gov)

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

**Please do not call or write NDOR staff for information regarding the services in this RFP.** Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: [randy.eldorado@nebraska.gov](mailto:randy.eldorado@nebraska.gov) or call (402) 479-4778.

## EVALUATION CRITERIA

### **Short List (100 pts)**

1. Qualifications (40 pts)
  - a. Qualifications of the project manager and key team members to perform the services described in the Scope of Services. Refer to minimum requirements identified in [NDOR Standard Work Categories – 2012](#) and [Instructions for Annual Certification](#).
  - b. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
  - c. Knowledge of applicable federal regulations, and State and Federal procedures related to providing freight planning services.
  - d. Qualifications and capability of key subconsultants to perform the services outlined in this RFP.
2. Performance Data (25 pts)
  - a. Cooperation, communication, and timeliness of deliverables with NDOR staff on previous projects. If the consultant's team has no experience with NDOR, the consultant should include three (3) references in proposal, including contact information, that have directly been involved with similar services.
3. Understanding of the Services to be Provided (35 pts)
  - a. Consultant has demonstrated understanding of the key elements of the work
  - b. Consultant has provided comparable planning studies for which they have been involved.

### **Final Selection (100 pts)**

1. Qualifications (30 pts)
  - a. Qualifications of the project manager and key team members to perform the services described in the Scope of Services.
  - b. Consultant's knowledge and understanding of freight planning services outlined in this RFP.
  - c. Consultant has demonstrated they will allocate appropriate and sufficient staff resources or qualified subconsultants to meet project objectives and schedules.
  - d. Knowledge of applicable federal regulations, and State and Federal procedures related to providing the freight planning services.
  - e. Qualifications and capability of key subconsultants to perform the services outlined in this RFP.
2. Understanding of the Services to be Provided (30 pts)
  - a. Consultant has demonstrated understanding of the key elements of the work
  - b. Consultant has provided comparable planning studies for which they have been involved.

3. Quality of Interview (40 pts)
  - a. Consultant’s interview was clear and concise and addressed freight planning issues anticipated in a statewide analysis.
  - b. Consultant addressed evaluation factors adequately.
  - c. Consultant answered committee questions logically and thoroughly.

**SCHEDULE OF ACTIVITIES**

Schedule of Activities	Date	Time
RFP Posted	June 22, 29, July 6	
Last Day Updates to RFP may be posted	July 6	5:00 PM
DR Form 497 on File at NDOR	July 6	5:00 PM
Drug-Free Workplace Policy at NDOR	July 6	5:00 PM
Proposals Due	July 13	5:00 PM
Post Short-List Consultants & Interview Schedule	July 20	5:00 PM
Interview	July 26	8:30 AM-noon
Post Final Selections	July 28	5:00 PM

All times in CST.

**SUBMITTAL OF PROPOSALS**

***All information must be received by the deadline identified in the Schedule of Activities. No exceptions to this deadline will be given.***

Submittals are to include the following in the order given below:

1. Front cover to include the consultant, subconsultants (if applicable), and number and title of the RFP.
2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.
4. A narrative responding to the established evaluation factors not to exceed ten (10) pages.
5. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
6. [DR Form 498, “Architect, Engineer, & Related Services Supplement to Statement of Qualifications”](#) not to exceed six (6) pages for the consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be stapled in the upper left corner. No 3-ring binders.

One (1) hard copy and one (1) electronic copy of the submittal must be sent to the address listed below prior to the submittal deadline. An electronic PDF version of the consultant's proposal must be included with the hard copy or it can be emailed to [brad.reid@nebraska.gov](mailto:brad.reid@nebraska.gov)

Consultant Services Engineer  
Nebraska Department of Roads  
Planning and Project Development Division  
1500 Highway 2, PO Box 94759  
Lincoln NE  
PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

## **INTERVIEWS**

The short-listed consultants will be notified by website posting, prior to the deadline identified in the Schedule of Activities, of the interview date and time. Interviews will be capped at 30 minutes, followed by up to 15 minutes of Q&A with the selection committee members.

The NDOR's selection committee will conduct interviews with the short-listed consultants at the Department of Roads, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska. The schedule for the interviews is identified in the Schedule of Activities. If necessary, individual consultant interview participants unable to be present in person may connect to the interview via telephone. Please contact the Consultant Services Engineer [[randy.eldorado@nebraska.gov](mailto:randy.eldorado@nebraska.gov) or (402) 479-4778] to make arrangements.

Upon completion of all the interviews and approval of the Director, the selected consultant will be notified by telephone. The NDOR will post the final selection on the NDOR's website prior to the deadline identified in the Schedule of Activities.

Kyle Schneweis, P.E., Director  
Nebraska Department of Roads

*EQUAL OPPORTUNITY EMPLOYER*